

Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Credit Union Examiner Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
00420	Credit Union Examiner
00422	Senior Credit Union Examiner

Series Concept

The primary responsibility of positions classified in this series is in the conducting of financial audits of state chartered credit unions for accountability to state laws and regulations.

Exclusions

Classes where incumbents are expected to perform financial audits in areas other than state chartered credit unions - i.e., Bank Examiners, Revenue Auditors, Field Auditors, etc.

Class Distinctions

Credit Union Examiner

After the internal training period, employees are expected to have learned the basics of the overall examination process. They will conduct independent examinations by applying knowledge or accounting and auditing techniques and procedures. At this level, they plan, organize and carry out the examination of a credit union under the general supervision or guidance of a higher level examiner. They are also expected to write a report of findings, conclusions, and recommendations for submission to, and review by, a higher level examiner

Senior Credit Union Examiner

Employees at this level are expected to possess the knowledge and skill necessary to perform entire examinations of credit unions that require greater skills and expertise due to the size and complexity of operations and/or sophistication in administration. Senior Credit Union Examiners will, as a normal course of events, be designated as the "examiner-in-charge" when the examination requires more than one person.

Effective date: 12/14 KF